

DEPARTMENT OF THE AIR FORCE
OFFICE OF THE CHIEF OF STAFF
WASHINGTON, DC

30 SEP 1996

MEMORANDUM FOR ALMAJCOM-FOA/CC

FROM: HQ USAF/CV
1670 Air Force Pentagon
Washington, DC 20330-1670

SUBJECT: Streamlining Civilian Personnel Management

PALACE Compass, the streamlining initiative to regionalize civilian personnel operations at the Air Force Personnel Center (AFPC), has resulted in an excellent labor-saving device for supervisors of civilian employees. Over the next two years, the AFPC will develop a library of standard core personnel documents (SCPDs) that will ultimately cover 80 percent of base-level civilian positions.

The core personnel document is a single form containing the position description, performance plan, and recruitment criteria. The single document concept ensures all essential information required of a civilian position is recorded. SCPDs are developed using representative position descriptions and performance plans from across the Air Force. Each SCPD will be coordinated with appropriate Air Staff officials. Supervisors will be able to select SCPDs for their civilian positions instead of developing all the information themselves. SCPDs will be used as written or with minor modification. Added advantages to using SCPDs are greater classification consistency and better understanding of the personnel system on the part of supervisors.

It is in the best interest of the Air Force to maximize use of the SCPDs. In that regard, exceptions to the use of SCPDs will be made by the host or appropriate tenant commander. As a minimum, SCPDs should be implemented as positions are established or filled. MAJCOM and FOA commanders should emphasize and enforce this policy within your organization. Your support for this initiative will serve to improve the efficiency of civilian personnel management throughout the Air Force.

(SIGNED)

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Vice Chief of Staff